



Wilton Rancheria

9728 Kent Street

Elk Grove, CA 95624

Phone: (916) 683-6000 Fax: (916) 683-6015

Grant Writer

INTRODUCTION:

The grant writer is responsible for writing proposals for the Tribe. They are also responsible for submitting timely and accurate reports for all existing grant projects. The Grant writer is expected to work very closely and professionally with the Chairmanship, CFO, and each Director.

ROLES & RESPONSIBILITIES:

- Conduct a full range of activities required to prepare, submit, and manage grant proposals to foundation and corporation sources.
- Perform research for prospective grants.
- Work with the CFO to gather information to report accurate
- Comply with all grant reporting.
- Maintain an organized database with files, including grant tracking and reporting.
- Track statistics relevant to the grant projects.
- Has energy and is self-motivated.
- Can work independently and be reliable.
- Will perform any other duties as assigned by the Chairmanship.

QUALIFICATIONS:

- Bachelor's degree preferred or equivalent work experience.
- Possesses mastery skills in oral and written communication.
- Is very familiar with the grant writing language.
- Has the knowledge of Indian communities specifically Wilton Rancheria.
- Excellent organizational and administrative skills.
- Knowledge of basic fundraising techniques.
- Strong contributor in team environments.
- Wilton Rancheria/American Indian/Alaska Native preferences apply.

A COMPLETE APPLICATION MUST INCLUDE:

- Complete and signed application.
- Cover Letter.
- Resume.
- (3) Professional letters of recommendation.
- A copy of transcript(s) and certificate(s).

Wilton Rancheria Employment Application

Position and Contact Information			
Position you are applying for:			
Wage requested (if applicable):			
Indian preference: Yes/No Tribal Affiliation:			
Name:			
Street Address:			
City:		State:	Zip Code:
Home #:		Cell:	Email:
Employment Experience (please list the most current at the top)			
Date from	Date to:	Company/Title	Job Duties
Other skills and abilities including knowledge of computer programs:			
I was referred by (include name & agency , if appropriate):			

Wilton Rancheria Employment Application

Education Background		
Indicate date of completion or expected date	School/University/College/Institution	
High School Diploma /GED:		
University/College Degree:		
Professional Degree:		
Vocational certificate:		
Other:		
Employment references (include length of time you have known the person)		
Name/Title/Company:	Contact #:	Length of time:
Name/Title/Company:	Contact #:	Length of time:
Name/Title/Company:	Contact #:	Length of time:
Personal references (include length of time you have known the person):		
Name:	Contact #:	Length of time:
Name:	Contact #:	Length of time:
Name:	Contact #:	Length of time:
Emergency Contact information		
Name:	Phone #:	
Relationship:		

With my signature, I am confirming all information is true and accurate on this application. If the information I provided is found to be false or misleading for the purposes of obtaining the desired position, my position might be forfeited and future opportunities to volunteer, intern or secure employment with Wilton Rancheria will not be available to me. I also consent to a background check and a pre-employment drug test.

Signature: _____

Date: _____